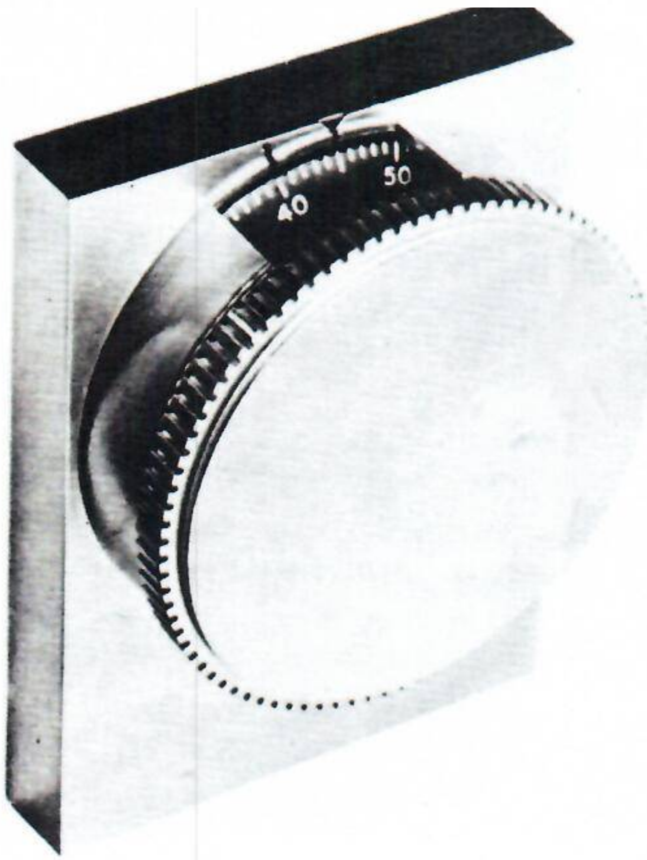


INSTRUCTIONS FOR OPERATING

CHUBB

FOUR NUMBER KEYLESS COMBINATION LOCK
NUMBER 1316-025 L.H. & 1316-026 R.H.

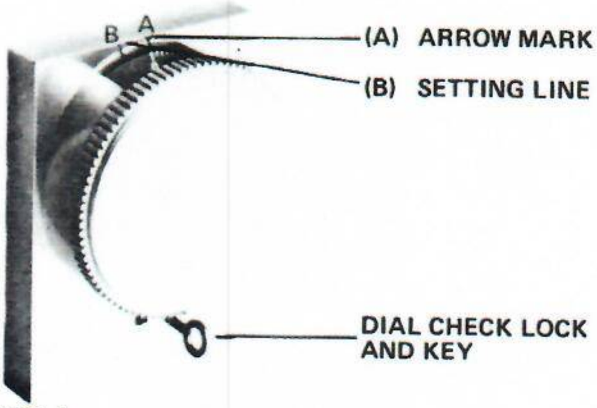


FIG. 1



FIG. 2

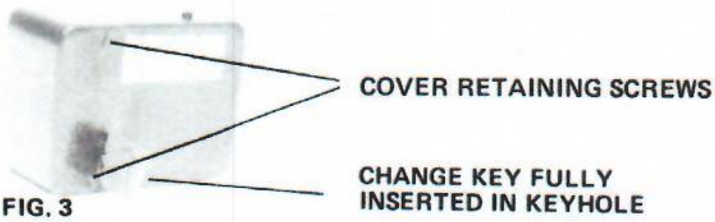


FIG. 3

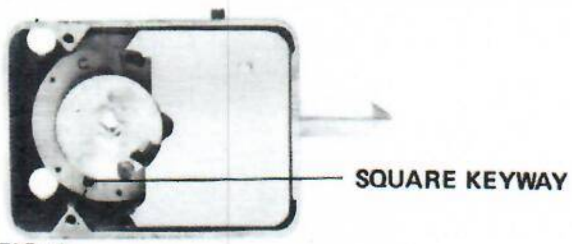


FIG. 4

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Please read these instructions carefully before operating the Lock or changing the Combination.

Introduction

The Chubb Four Number Keyless Combination Lock is one which offers a high degree of security, simplicity of operation and in excess of 100,000,000 changes of code.

Being operated by a code which can be readily changed the possibility of the security of the lock being compromised is greatly reduced, especially if the code is changed immediately after its secrecy is lost.

However, since the lock is designed to offer a high degree of security, it is of necessity, sensitive to any incorrect operation and care should be taken to ensure that the lock is always used in the manner laid down in these instructions.

It should always be remembered that at the time when the code numbers are being changed a simple error can lead to a malfunction in the lock. Therefore, it is important that the lock should be carefully checked a number of times for correct operation before the safe or strongroom door is closed and locked.

Chubb's Australian Company offers a comprehensive service to its clients in all parts of Australia. If any difficulty in operating the lock or understanding these instructions is encountered, expert advice and assistance is always available.

Operating the Lock

The Chubb Four Number Keyless Combination Lock is calibrated in units from 0 to 100. The calibrations are visible through an aperture in the top of the dial mount which has two marks engraved at the rim. (Fig. 1).

(A) The 'Arrow' Opening Mark is used when UNLOCKING the Lock.

(B) The 'Setting Line' at the side is used when CHANGING the Combination.

Using the Dial Correctly

Always turn the dial slowly and steadily taking care to align the Combination numbers EXACTLY with the Arrow Mark or Setting Line.

It is not necessary to complete a full revolution of the dial for each sequence of turns for individual numbers. One 'revolution' of the dial is counted each time a selected number passes the Arrow Mark or Setting Line, which ever one is being used.

DO NOT TURN BACK TO REGAIN PROPER ALIGNMENT WITH A NUMBER

If, after turning the correct number of revolutions, a combination number is turned beyond the Arrow Mark or Setting Line, the entire Combination must be re-dialled.

Unlocking Procedure

When despatched from the factory, the Lock is set on four numbers

SPECIAL WARNING

ALWAYS RESET THE LOCK TO ANOTHER SELECTION OF NUMBERS, BEFORE PUTTING THE SAFE OR STRONGROOM DOOR TO USE.

STEP 1:
Using the Arrow Mark turn the Dial so that the top rotates away from the centre of the door, stopping when the first number (15) comes the **FIFTH time** to the **Arrow Mark.**

STEP 2:
Turn the Dial in the opposite direction, towards the centre of the door, stopping when the second number comes the **FOURTH time** to the **Arrow Mark.**

STEP 3:
Turn the Dial so that the top rotates away from the centre of the door, stopping when the third number comes the **THIRD time** to the **Arrow Mark.**

STEP 4:
Turn the Dial in the opposite direction, towards the centre of the door, stopping when the fourth number comes the **SECOND time** to the **Arrow Mark.**

STEP 5:
Turn the Dial slowly so that the top rotates away from the centre of the door until it meets resistance, overcomes it, and stops.

The Lock is now unlocked, the bolts can be withdrawn and the door opened.

If the Lock-bolt does not withdraw with STEP 5., a mistake has been made which means that the operator must start again from STEP 1, taking more care with the number of turns and accurate alignment of each number.

Selecting a New Combination

When deciding on a new combination select any four numbers. For maximum security it is best to avoid numbers in rising or falling sequence, e.g. 35: 50: 75: 90: as these do not make as good a combination as, e.g. 59: 36: 74: 27:

Changing the Combination

Unlock both locks using procedure on previous page.

STEP A:

OPEN THE MAIN DOOR, and fully throw the locking bolts.

STEP B:

Unlock and open the rear access door covering the mechanism.

STEP C:

DIAL the EXISTING NUMBERS of the Combination following Steps 1; 2; 3; & 4; of the UNLOCKING PROCEDURE **but using the SETTING LINE** instead of the Arrow Mark.

Leave the last number at the Setting Line

DO NOT CARRY OUT STEP 5:

STEP D:

Insert the Change Key into the keyhole at the back of the Lock until the round section of the key stem has fully entered the keyhole (Fig. 3).

DO NOT REMOVE LOCK CASE COVER

If the Key cannot be fully inserted, repeat STEP C: taking more care with the number of turns and accurate alignment of each number.

STEP E:

Turn the key ANTI-CLOCKWISE through a quarter turn, and leave it in this position.

STEP F:

Still using the SETTING LINE, DIAL the new Combination following Steps 1; 2; 3; & 4; of the UNLOCKING PROCEDURE.

Leave the last selected number aligned with the Setting Line.

STEP G:

TURN the Change Key CLOCKWISE to its original position to lock the Combination, and withdraw the Key.

THE NEW COMBINATION SELECTED IS NOW SET IN THE LOCK READY FOR CHECKING.

Important – Do not close the Door

STEP H:

USING THE ARROW MARK, DIAL the new Combination at least THREE TIMES to check the UNLOCKING and LOCKING PROCEDURES on the new numbers of the Combination.

STEP J:

CLOSE and LOCK the ACCESS DOOR.

The Safe or Strongroom Door is now ready for use.

SPECIAL NOTE

If the instructions have been carefully followed, no difficulty should be experienced in operating the Lock. However, if it fails to unlock after changing the Combination, the following procedure is to be adopted BEFORE THE MAIN DOOR IS CLOSED AND LOCKED.

Rectifying Faulty Setting

Re-dial the new Combination on the SETTING LINE, leaving the last number aligned with the line. Re-insert the Change Key.

1. **If the Key enters to its full extent,** this indicates inaccurate dialling of the numbers when trying to unlock on the Arrow Mark.

   Withdraw the Key **without turning it** and carry out the UNLOCKING PROCEDURE again using the Arrow Mark with the new Combination. Take care to stop exactly on each number as it comes up to the Arrow Mark on its final turn.

2. **If the Key enters fully after overcoming a little resistance,** this indicates a slight inaccuracy in setting up the new Combination.

   To remedy this, turn the Change Key ANTI-CLOCKWISE a quarter turn, and taking more care, repeat the SETTING PROCEDURE (Page 7).

3. **If the Key will not enter fully** this indicates a major error in setting up the new Combination.

   This error is usually caused by

   a). Incorrect number of turns
   b). Setting new Combination to Arrow and not to Setting Mark
   c). Discrepancy in numbers used
   d). Dialling incorrect sequence of numbers.

   These errors can be rectified by carrying out the procedures detailed on the next page.

Correction can be carried out by proceeding as follows with the Change Key removed.

a) Remove the retaining screws from the Lock-Case Cover and,

DO NOT REMOVE THE LOCK PARTS and DO NOT ALLOW DUST OR OTHER FOREIGN MATTER TO ENTER THE LOCK CASE.

b) Re-dial the new Combination as in Step 'C'. Page 7., and inspect for any misalignment of the square keyways in the wheels, (Fig. 4); if out of alignment, set-up with a straightened paper clip or similar round instrument to position the square keyways directly under the Change Keyhole in the Lock Case Cover. Put the Change Key through from the back of the Lock Case Cover, align the Change Key in the square keyholes and Lock Case Cover over the Lock Case, then gently press into position, making sure that the Change Key will enter fully and freely into position.

c) Re-insert and tighten the Lock Case Cover retaining screws, whilst keeping the Change Key in position. Then proceed, starting with step 'E', Page 7.

IMPORTANT

DO NOT INSERT THE CHANGE KEY INTO THE SQUARE KEYWAYS IN THE WHEELS, WHEN THE LOCK CASE COVER IS REMOVED.

The Keyhole in the cover is exactly positioned to hold the Key at the correct angle in relation to the wheels and if the Change Key is inserted whilst the Cover is removed, it is likely to upset the relative position of the mechanism in the wheels. The Lock cannot then be made to operate.

DO NOT PUT OIL IN THE LOCK OR LUBRICATE IT IN ANY WAY.

Locking Procedure

Close the door and throw the bolts, then turn the dial slowly to throw the bolt of the Lock fully and then continue to turn the dial in the same direction for at least five full revolutions.

The Safe or Strongroom Door is now locked and the Dial should turn freely in either direction.

The Dial Check Lock

A small Keylock is provided to secure the Dial, (Fig. 1), and it can be used with the Keyless Combination Lock to prevent unauthorised manipulation either in the locked or unlocked position.

Using the Key provided, the Dial can be locked in almost any position. (It may be necessary to move the Dial slightly to allow the bolt on the Dial Check Lock to be thrown fully).

The Dial Check Lock can be used also to hold the locking bolts of the Safe or Door in the unlocked position.

PROCEDURE

a). Withdraw the Locking Bolts to full extent.

b). Turn the Dial away from the hinge side of the door until it comes to a positive stop.

c). Ensure that the bolts cannot be thrown.

NOTE: It may be necessary to move the bolt handle slightly to interlock the bolt locking arm with the bolt strap.

d). Lock Dial Check Lock.

To Relock the Door

Unlock the Dial Check Lock and turn the Dial towards the hinge side of the door to fully withdraw the lock bolt (now fully unlocked).

Proceed as in LOCKING PROCEDURE

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